

No CS salary in ROSES budgets starting FY 2011

Summary: NSPIRES web cover page budgets should no longer include the cost of NASA civil servant salaries. In addition, the detailed budget within the proposal should not show the cost civil servant salaries either. However, for the purpose of peer review, the proposal's narrative must clearly indicate the NASA civil servant FTEs that are being applied to the proposed investigation. The full cost of the proposed NASA civil servant salaries will be provided separately to the program officer, through a separate upload in the form of an NOI submission. We chose to use the NOI process because its simple and anyone can do it. This document has screen captures to guide proposers (both NASA civil servant PIs, and PIs with NASA civil servant Co-Investigators) when filling out the NSPIRES web cover page budgets. At the end it will also review how the CS should upload the CS labor budget..

Adding Team Members: As always, you add a team member from any organization by choosing "Proposal Team" from the view proposal window (#1 left) choosing "Add Team Member" (2, right), and searching them out in the database (3, lower right)

View Proposal

Title: **Testing the theory of Sagan's "floaters", "Sinkers" and planets.**

Solicitation Announcement: **NNH09ZDA001N-EXOB: Astrobiology: Exobiology**

Proposal No.: TBD on Submit
PI: Dr. Max Bernstein
Submitting Organization:
Submittal Type: Electronic Submissions Only
Proposal Due: 09/25/2009, 11:59PM EDT
Status: Linked
Applicant Identifier:

Proposal Cover Page

Element	Updated	Status
Proposal Summary	Last updated: 07/21/2009, Dr. Max P. Bernstein	✓
Business Data	Last updated: 06/03/2010, Dr. Max P. Bernstein	⚠
Budget	Last updated: 07/20/2010, Dr. Max P. Bernstein	⚠
Program Specific Data	Last updated: 07/21/2009, Dr. Max P. Bernstein	✓
Proposal Team	Last updated: 07/20/2010, Dr. Max P. Bernstein	✗

Figure 1, The top level view of the proposal.

View Proposal Team

Proposal Title: **Testing the theory of Sagan's "floaters", "Sinkers" and "Hunters" on gas giant planets.**

PI

Name	Role	Date Assigned	Email
Max Bernstein	PI	07/21/2009	mbernstein@mail.arc.nasa.gov

Team Members

Name	Role	Date Assigned	Email
Mark Fonda	Co-I	02/10/2010	Mark.L.Fonda@nasa.gov

Add Team Member

Proposal: **Testing the theory of Sagan's "floaters", "Sinkers" and "Hunters" on gas giant planets.**

Search for Member

First Name: Options:

Last Name: Options:

Email: Options:

Figure 2, above, add team member.

Figure 3, below, search for the team member

After you add this new person they will be on the list of team members, as seen in figure 2. Any person on this list can now be added as personnel to your cover page budget by selecting Budget from the "View Proposal" window (Figure 1), and click the hypertext

Budget			
Budget Period:	1	2	3
Start Date:	06/01/2010	Enter Dates	Enter Dates
End Date:	05/31/2011	Enter Dates	Enter Dates
	Copy	Copy	Copy
A. Senior/Key Person	4 → \$0.00	\$0.00	\$0.00
B. Other Personnel	\$0.00	\$0.00	\$0.00
Total Salary and Wages (A+B)	\$0.00	\$0.00	\$0.00

View Proposal

Proposal: Testing the theory of Sagan's "floaters", "Sinkers" and "Hunters" on gas giant planets.

5 → Add New Person

Budget Period 1 - A. Senior/Key Person							
Name (Role)	Base Salary (\$)	Cal.	Months	Acad. Sum.	Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
Bernstein, Max (PI)	0.00		4		0.00	+ 0.00	= 0.00
Total Senior/Key Person:							\$0.00

Figure 4, left, the values in the budget are hypertext links. When you click on the value corresponding to "A. Senior/Key Person" you get the view in Fig. 5, at right. 'Add New Person' to enter time and \$ for each person.

linked dollar value under "Key Person" (4, left), and then selecting 'Add New Person' (5, right). Once you have done this you can finally add in their time, and corresponding salary and fringe (see below).

How to put salaries into the NSPIRES cover page budget: Whereas folks at universities will have their salary cost in Section A of the NSPIRES cover page budgets, the civil servants will not. Please note how in my example, I am listed as the PI as spending 4 calendar months on the project, but there were zeros associated with my name. There are zeros next to my name in section A because I am a civil servant. THIS IS THE BIG CHANGE FROM PAST YEARS. For Dr. Tater, my .edu Co-Investigator, we will add in some real non-zero salary dollars (see Fig 6, below).

View Proposal

Proposal: Testing the theory of Sagan's "floaters", "Sinkers" and "Hunters" on gas giant planets.

Budget Period 1 - A. Senior/Key Person							
Name (Role)*	Base Salary (\$)	Cal.	Months	Acad. Sum.	Requested Salary (\$)*	Fringe Benefits (\$)*	Funds Requested (\$)
NASA Civil Servant → Bernstein, Max (PI)	0.00	4			0.00	+ 0.00	= 0.00
Not → Tarter, Jill (Co-I)		2			add non zero	+ values here	= 0
Total Senior/Key Person:							\$ 0

Figure 6. For NASA CS Key Personnel (generally this is when the proposal is submitted from a NASA center) no dollar values should be entered in section A, but months should be included. In contrast investigators from other institutions should put non zero dollar values in for salary.

This is true whether or not the NASA Civil Servant is the PI or a Co-I, either way we do not enter dollar values for their salary in the NSPIRES cover page budget.

NASA Center Co-Investigators in Section F. Other Direct Costs: When a proposal is submitted from a university, the entire NASA center portion of the award should simply put in section F of the budget, under other direct costs (ODCs). This is convenient because any funds going to a center will be split off, so it might as well all be in one place. If you do that it might look like what you see below in Figure 7. Note, on line 8, we are only asking \$1500 for the GSFC civil servant, though 4 months of his time is promised. That may be for travel, but clearly his salary is *not* included. Note, on line 9, that we *are* including the full price for civil servants that are from USGS (and other non-NASA government agencies). Note, line 10, we *are* paying full price for JPL scientists since they are not civil servants. Note that when the cost Dr. Clark appears here in section F, it is *not* above in section A, so as to avoid it being double counted in the total.

View Proposal

Proposal: Testing the theory of Sagan's "floaters", "Sinkers" and "Hunters" on gas giant planets.

Budget Period 1 - F. Other Direct Costs			Edit
Item			Funds Requested (\$)
1. Materials and Supplies			
2. Publication Costs			
3. Consultant Services			
4. ADP/Computer Services			
5. Subawards/Consortium/Contractual Costs			
6. Equipment or Faculty Rental/User Fees			
7. Alterations and Renovations			
8. NASA Civil Servant Co-I Dworkin at GSFC - 4 months	<--NASA Civil Servant		1,500.00
9. USGS Civil Servant Co-I Clark - 4 months	<--NOT		65,000.00
10. JPL portion of the award for Dr. J. Smallberries	<--NOT		45,000.00
Total Other Direct Costs:			\$111,500.00

Figure 7. For NASA civil servant Co-Investigators no salary costs should be entered in section F, only other direct costs such as travel or page charges. However, for sub awards to JPL and other Government institutions (such as USGS) the total cost should be included so that we send them enough funds.

In the team member section where it asks if this person is participating as an employee of the US government, it also asks for the dollar amount requested. Again, do not include NASA CS salary, only ODCs such as travel and procurements. See figure 8, below.

Team Member Information

Member Documents

Biographical Sketch:
(no file specified)

Upload

Current & Pending Support:
(no file specified)

Upload

Assigned Role

Role: PI**

(** denotes required role for this proposal)

U.S. Government Agency & International Participation

Is this person participating in this project as an employee of the U.S. Government? *

☒ Yes
☐ No

If yes, select U.S. Government agency:

NASA Ames Research Center

If yes, enter total dollar amount requested:

1500

☐ Yes
☒ No

Is this person participating in this project as an employee of a foreign organization? *

☐ Yes
☒ No

* Fields marked with an asterisk are mandatory

Again, only procurements & travel, no salary \$ for NASA CS here.

Save

Cancel

Figure 8. For NASA civil servant Investigators no salary costs should be entered in the team member information section in response to the question about total dollar amount requested.

Budgets in the proposal and uploaded afterwards:

Each proposal should, as before, have in it a budget narrative that gives the time being devoted to the project by the PI and each Co-Investigator, whether or not they are NASA civil servants. However, the detailed budget pages from each organization at the end of the proposal should not include CS labor costs. Those CS labor budgets will be uploaded directly by the centers via the NOI structure submitted to F.1 We chose to use the NOI process because its simple and anyone can do it.

Here is the procedure:

1. After submission of the proposal get the proposal number from the upper right corner of the cover page. It will be of the form 11-ABBREVIATION11-NUMBER for ROSES 11 proposals and 10-ABBREVIATION10-NUMBER for ROSES 10 proposals e.g., 10-OSS10-0152" or something like that.
2. Log in to NSPIRES
3. Choose Proposals
4. Choose Create NOI, and click continue button
5. Click the button next to "NASA Civil Servant Labor" and click continue button
6. You will now be prompted for the title of the NOI. Enter "CS labor budget for...XX" where XX = the number of the proposal e.g., 10-OSS10-0152" or something like that.
7. Select the NASA center, and continue on until you get to the place where you can edit the NOI.
8. Down in the section entitled " NOI Attachments" choose the >Add button

9. Browse and upload the budget as a PDF file and click the upload button, and then the OK button.
10. Verify that there is a PDF of your budget uploaded, and then click the "Submit NOI" button

Please refer to the official memo at

<http://science.nasa.gov/media/medialibrary/2010/10/26/CSLbrROSESbdgts.pdf>

and any additional instructions that may appear at

<http://science.nasa.gov/researchers/sara/how-to-guide/nspires-CSlabor/>

Finally, if you have any questions about this, please address them to nspires-help@nasaprs.com or sara@nasa.gov.